

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
Quality Assurance Division

STAFF INTERVIEW GUIDE

Child Care Agency

Child Care Staff may be interviewed individually or in a small group, preferably without the Administrator present

1. Orientation and Training (ARM 37.97.206(5) and 37. 97.130(4))

Have all employees of the agency received a minimum of 15 hours of in-service training within the first week of employment regarding the organization, program and emergency procedures? Has each new employee been informed about mandatory reporting of child abuse and neglect?

Discussion: Ask the employees about their orientation and any ongoing training that they have received.

Staff/Licensing Specialist Comments:

Compliance: Yes [☐] No [☐]

2. Safety (ARM 37.97.270 and 37.97.519(5)(6))

Have staff been instructed on the home's procedure for evacuation in an emergency? Have staff been trained in the proper use of the fire extinguishers? Is the training recorded with names and dates of training?

Discussion: Interview staff and ask them about the evacuation procedure and where it is posted. Ask about training in use of fire extinguishers. Also ask if all exits are openable and unobstructed at all times.

Staff/Licensing Specialist Comments:

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
Quality Assurance Division

STAFF INTERVIEW GUIDE

Child Care Agency

Compliance: Yes [☐] No [☐]

3. Transportation (ARM 37.97.270 and 37.97.521)

Do all staff who are transporting resident's have a valid Montana drivers license?

Discussion: Ask to see the driver's license of each staff member who transports resident's

Staff/Licensing Specialist Comments:

Compliance: Yes [☐] No [☐]

4. Guns and Ammunition (ARM 37.97.270 and 37.97.522)

Are guns or ammunition kept at the facility?

Discussion: Ask staff if there are guns or ammunition in the home. If guns or ammunition are present, request that they be removed within 24 hours

Staff/Licensing Specialist Comments:

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
Quality Assurance Division

STAFF INTERVIEW GUIDE

Child Care Agency

Compliance: Yes [] No []

5. Supervision (ARM 37.97.207)

Is child/staff ratio of 8:1 day time and 10:1 at night strictly adhered to?
15:1 day time and 25:1 at night for maternity homes?

Discussion: Ask staff

Staff/Licensing Specialist Comments:

Compliance: Yes [] No []

6. Qualifications (ARM 37.97.206)

Are all child care staff at least eighteen years of age? Of good moral character, emotionally mature and stable? Like and understand children? In good general health? Understand the purpose of the agency?

Discussion: If there is some question, or doubt remains about a staff person's age, ask to see proof of age. Have there been complaints about person's moral character? What is person/s motivation to work in the agency? Are work hours and responsibilities satisfactory?

Staff/Licensing Specialist Comments:

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
Quality Assurance Division

STAFF INTERVIEW GUIDE

Child Care Agency

Compliance: Yes [] No []

7. Discipline (ARM 37.97.270 and 37.97.506)

Has each staff member been given a copy of the home's discipline policy and do they understand it?

Discussion: Ask if they have received the house discipline policy, and licensing requirements on discipline and the house rules. Do they clearly understand what is expected and the consequences? Do they know how to report an "incident"? Do they know appropriate methods of discipline and feel comfortable using those approaches? What are the concerns of the staff, if any, related to discipline.

Staff/Licensing Specialist Comments:

Compliance: Yes [] No []

At closure of the staff interview(s), ask the staff if they have anything else they would like to say to contribute to the licensing study. Let the staff know where you can be reached and that you are available if they see the need.

Additional Comments:

STATE OF MONTANA
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES
Quality Assurance Division

STAFF INTERVIEW GUIDE
Child Care Agency

--

Staff Interviewed:

<u>Name</u>	<u>Position</u>	<u>Date</u>

Signature of Licensing Specialist

Date